



**ALASKA NATIVE TRIBAL HEALTH CONSORTIUM**  
**Office of Human Resources**  
**4141 Ambassador Drive**  
**Anchorage, Alaska 99508**  
**Telephone: 907-729-1301**  
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## **JOB DESCRIPTION**

<b>JOB TITLE:</b> Service Center Medical Director, Orthopedics Surgery	<b>DIVISION:</b> Alaska Native Medical Center
<b>DEPARTMENT:</b> Orthopedics	<b>REPORTS TO:</b> Chief Physician Executive
<b>NUMBER OF JOB LEVELS:</b>	<b>FLSA STATUS:</b> Exempt
<b>JOB GRADE/SALARY RANGE:</b> DOE	<b>PL-101-630:</b> Covered
<b>DATE:</b> 9/14/03	<b>TYPE OF POSITION:</b> Full Time

### **SUMMARY OF JOB RESPONSIBILITIES:**

The Service Center Medical Director (SCMD), Orthopedic Surgery is responsible for clinical supervision and leadership of clinical providers assigned to the Orthopedic Surgery Department. He/She is also required to be a clinical leader and provider with experience to assess clinical competence and current best practices. The SCMD, Orthopedic Surgery is also responsible for oversight of the Orthopedic Surgery Department support structure including outpatient clinic, operating room, specialty field clinic services, and office clerical management staff.

### **OUTLINE OF ESSENTIAL JOB RESPONSIBILITIES/FUNCTIONS TO INCLUDE BUT NOT LIMITED TO:**

- Recruitment and retention activities for professional staff.
- Ensure compliance with regulatory agency requirements (e.g., JCAHO).
- Review clinical staff performance to ensure quality of care.
- Efficient use of resources.
- Maintain clinical activity by participation in departmental clinical workload.
- Represent the Orthopedic department on the medical executive committee and participate in medical leadership activities.
- Provide care to inpatients assigned to him/her including performing a history and physical examination, writing a treatment plan, and keeping progress notes covering diagnostic evaluation, progress, and discharge. Complete narrative summaries and other documents required for adequate follow-up. Many of these responsibilities are carried out by certified physician assistants under supervision of the staff orthopedic surgeon.
- Provide care for outpatients in the outpatient specialty clinic including performing a diagnostic evaluation, writing treatment plans, and insuring proper follow-up.
- Is responsible, along with other orthopedic staff, for providing supervision and guidance to the orthopedic physician assistants.
- Is responsible, along with other orthopedic staff, for daily supervision of orthopedic residents, medical students, and staff physicians on the service. Check their treatment plans, assist and guide them in the performance of necessary surgery, assign patients and either schedules or designate the authority to schedule "on-call" activities.
- Provide consultation services to other departments of the hospital and to other hospitals and health stations in Alaska. This includes extensive telephone support of primary care physicians as well as mid-level practitioners and community health aids in the bush.

- Provide teleradiology consultation services to field facilities that have such equipment. This includes documentation of consultation and callbacks to the referring clinicians.
- Coordinate and conduct orthopedic surgery specialty clinics at field hospitals requiring absence from Anchorage and travel by air and other forms of reasonable transport.
- Comply with compulsory training in areas required by rules and bylaws of the Alaska Native Medical Center. Assume other responsibilities and duties as assigned by the Chief Physician Executive.

### **QUALIFICATIONS:**

- American Board Certification in Orthopedic Surgery currently valid and renewed (if needed) prior to expiration.
- Awarded degree of M.D. or D.O. with ABOS recognized Orthopedic Surgery residency.
- Valid and unrestricted Alaska Medical License.
- At least 4 years post residency (not including fellowship training) clinical experience in Orthopedic Surgery.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- The SCMD, Orthopedic Surgery is expected to function independently in his specialty, but is encouraged to seek the assistance of other members of the surgical staff whenever appropriate. If appropriate, will refer patient to appropriate sub-specialist.
- The SCMD, Orthopedic Surgery will be supervised by the Chief Physician Executive and performance will be evaluated on a regular basis.
- The SCMD, Orthopedic Surgery is expected to operate under ANMC and Corporate guidelines, which include department, medical center, corporate, and applicable federal policies and procedures. He/She is also expected to operate under the medical staff bylaws, and rules and regulations of the Alaska Native Medical Center.

### **WORKING CONDITIONS:**

The duties of the SCMD, Orthopedic Surgery are both mentally and physically demanding. This includes long periods in the operating room and clinic. In order to provide orthopedic care at all hours of the day, periods without rest or sleep are sometimes required. In order to adequately perform the duties of this position excellent physical and mental health is required.

### **WORKING ENVIRONMENT:**

The SCMD, Orthopedic Surgery works primarily in the hospital environment including the emergency room, inpatient surgery wards, operating rooms, and outpatient orthopedic clinics. Travel to field health clinics by aircraft to other areas of the state is required.

### **AGE SPECIFIC:**

None.

### **NATIVE PREFERENCE:**

Under P.L. 93-638, as amended, the company pursues a policy of Native preference in hiring, contracting, and training.

**This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**

**COMPLETE ONLY AFTER REVIEW WITH SUPERVISOR:**

**EMPLOYEE MEETS QUALIFICATIONS AND ACCEPTS JOB RESPONSIBILITIES AS OUTLINED IN THIS JOB DESCRIPTION:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**SUPERVISOR HAS REVIEWED WITH EMPLOYEE THE JOB RESPONSIBILITIES AS DESCRIBED IN THIS DOCUMENT AND HAS DISCUSSED EXPECTED STANDARDS OF PERFORMANCE.**

☐ JD Reviewed      Date \_\_\_\_\_      ☐ Core Performance Standards      Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title